



## City of Austin - JOB DESCRIPTION



### Assistant Director, Transportation Planning

|                    |              |                      |                   |
|--------------------|--------------|----------------------|-------------------|
| <b>FLSA:</b>       | Executives/2 | <b>EEO Category:</b> | (10) Official/Adm |
| <b>Class Code:</b> | 10740        | <b>Salary Grade:</b> | E00               |
| <b>Approved:</b>   |              | <b>Last Revised:</b> | January 27, 2012  |

#### Purpose:

Under the direction of the Director of the Transportation Department, the Assistant Director, Transportation Planning assists in ensuring the department provides quality planning for transportation to a diverse customer base to achieve a more livable community.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Oversee the department's development and implementation of strategies that respond expeditiously to the City's short and long-range transportation needs.
2. Monitor and manage the development of the transportation system in order to support the population and employment projections for the City.
3. Coordinate the development of a safe and efficient transportation infrastructure.
4. Ensure that the department will investigate, analyze, recommend, design, and implement transportation system improvements for the community in order to respond to mobility and safety concerns.
5. Direct the department in developing, updating, and enforcing regulatory requirements for governmental agencies and the community in order to ensure safe and consistently high-quality public infrastructure transportation.
6. Ensure on-street parking enforcement is provided in order to meet the City's parking needs.
7. Oversee the inspection of work zones in the City right-of-way for the public in order to ensure a safe and efficient transportation and environment.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of management activities including selection, training, evaluation, counseling, and dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of principles, practices, and methods of urban transportation.

Skill in planning, organizing, and supervising the work of subordinate staff.

Skill in coordinating large, complex activities.

Skill in communicating effectively both verbally and in writing.

Skill in establishing and maintaining excellent working relationships with supervising personnel, co-workers, subordinates, and representatives from all levels of government, civic organizations, business professionals, and the general public.

Skill in structuring a complex organization to meet changing challenges.

Ability to assimilate and act timely on conflicting, incomplete, and disparate information to meet overall objectives.

Ability to oversee and complete numerous tasks simultaneously and in a timely manner.

Ability to strategize and implement the department's objectives.

Skill in coordinating the department's objectives with those of the City Council and the community.

#### Minimum Qualifications:

Bachelor's degree in Engineering, Business or Public Administration or related field.

Six (6) years supervisory/management experience in public works, construction, transportation, or public administration.

Any combination of equivalent education and work experience.

#### Licenses and Certifications Required:

Any required licenses or certifications.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.